Ministry of education And science

Research Erbil polytechnic university

Shaqlawa technical college

Department / first stage

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The Good Points of Microsoft Excel

Prepared By :

Husen bahram

Supervised By :

Mahmood Jabbar

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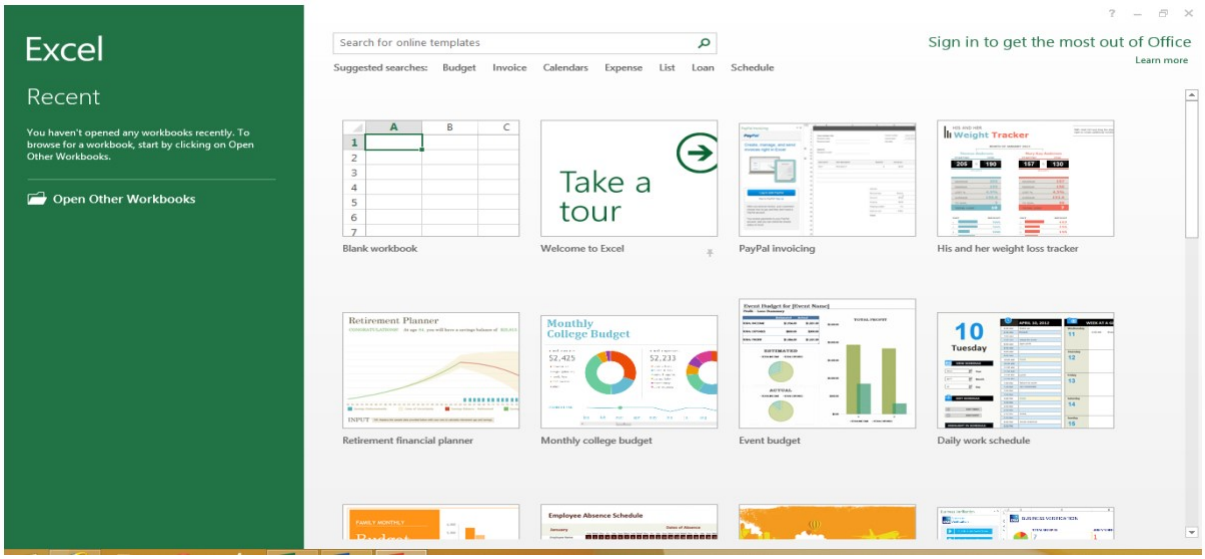
Introduction

Microsoft Excel is a software program produced by Microsoft; it is a helpful and powerful program for data analysis and documentation. It is a spreadsheet program, which contains a number of columns and rows, where each intersection of a column and a row is a "cell." Each cell contains one point of data or one piece of information. By organizing the information in this way, you can make information easier to find, and automatically draw information from changing data. Excel are wide and varied; Easy and effective comparisons With the powerful analytical tools included within Microsoft Excel you have the ability to analyze large amounts of data to discover trends and patterns that will influence decisions.



What are the good points about Microsoft Excel?

1- **Most people don't like them.** For whatever reason Excel has a bad rap, especially among employees who don't use it often. Whereas a data analyst who is frequently up to his eyeballs in spreadsheets might find them useful tools, people in other departments of the company may find them confusing or intimidating. That means you've already alienated a

large portion of your audience from the get go. Many people won't even open an email attachment in Excel, let alone get excited about analyzing them to find insights.

2- **Important data is hidden.** Because you're seeing all the raw data at once, it's difficult to interpret what's important and what's not. Visualization tools can be used to highlight the important aspects of a data set or results, but in spreadsheets, it's hard to see the forest for the trees. You are missing the point if your team finds it hard to identify the messages or see how the data relates to their day job.

3- **They are difficult to analyze.** Again, especially for lay people, spreadsheets can be difficult to analyze. Worse, the volume of data presented can lead to misinterpretation, and your team could make poor choices or take wrong actions based on that misinterpretation. In addition, people only familiar with spreadsheets and their associated tools tend to make charts and graphs that often distort data, including 3D graphs and pie charts, simply because the tool (like Excel) makes them easy to create.

4- **Loss of historical data.** Spreadsheets aren't designed to store historical data, so often, in an attempt to keep the size of them manageable, they are "updated" and companies lose their historical data. This makes is hard or impossible to spot trends over time and compare data across longer time horizons.

5- **It's difficult to share.** Even with cloud computing solutions, it's difficult to share a spreadsheet among many team members. And, because of the possibility that data could accidentally be deleted or changed, the spreadsheet that is shared is rarely "live" or realtime. At best, it might get emailed once a week — which poses the problem of the information getting lost in team members' inboxes.

The uses of Microsoft excel

1. Business Analysis

Business analysis is essentially using collected data to inform decision making. Businesses naturally gather data in their day-to-day activities, which may be data on product sales, website traffic, spending on supplies, insurance claims, etc. Business analysis is the activity of converting data into something useful to the people who run the business. Job examples: business analyst, business planning analyst, business solutions analyst, claims analyst, collections analyst.

2. People Management

MS Excel is a powerful way to organize information about people, whether they are employees, customers, supporters, or training attendees.

Using Excel, personal information can be stored and retrieved efficiently. A spreadsheet row or column can be used for an individual record that may include information like name, email address, employee start date, items purchased, subscription status, and last contact. Job examples: client growth coordinator, client management and administration, client relationship manager, client service manager, client service specialist.

3. Managing Operations

Business activities can often involve quite complicated logistics. Inventory flows need to be controlled so that you can keep operations running smoothly – and without overstocking on particular items. That means keeping track of supplier and client transactions, listing critical dates, and managing times and schedules. While Amazon uses sophisticated custom software for operations management, MS Excel is an important tool for many smaller businesses (or parts of larger businesses). Job examples: business operations analyst, data operations manager, graduate program – supply chain and operations, in market supply chain analyst.

4. Performance Reporting

Performance monitoring and reporting is a specialized type of business analysis that can be done effectively using MS Excel. For example, many accountants still use Excel (partly because it's compatible with cloud-based accounting software). **Job examples**: financial accountant, forecast analyst / sales support, performance analyst,

5. Office Administration

Office administrators use Excel to enter and store much of the data that's subsequently used for accounting and financial reporting, as well as business analysis and performance reporting. **Job examples**: administration assistant, administration officer, administration supervisor.

6. Strategic Analysis

With respect to uses of Excel, strategic analysis is where business decisions are closely connected to the data and formulas on spreadsheets. You apply Excel to guide actions such as investments and asset allocations. **Job examples**: asset manager – realty management division, mergers and acquisitions valuations – analyst.

7. Project Management

Although project managers have access to purpose-built project management (PM) software, an Excel Workbook is often an effective alternative. Projects are business activities that typically have a budget and start and end dates. Project plans can be placed into a workbook, which can then be used to track progress and keep the project on schedule. **Job examples**: project analyst, project assistant / officer (IT), project business analyst.

8. Managing Programs

Excel is a good platform for managing programs. It can be adapted to handle the specific characteristics of a given program. And, because MS Excel is widely known, program records can easily be managed by multiple people and, when the time comes, handed over to a new manager. **Job examples**: event coordinator, learning and development officer.

9. Contract Administration

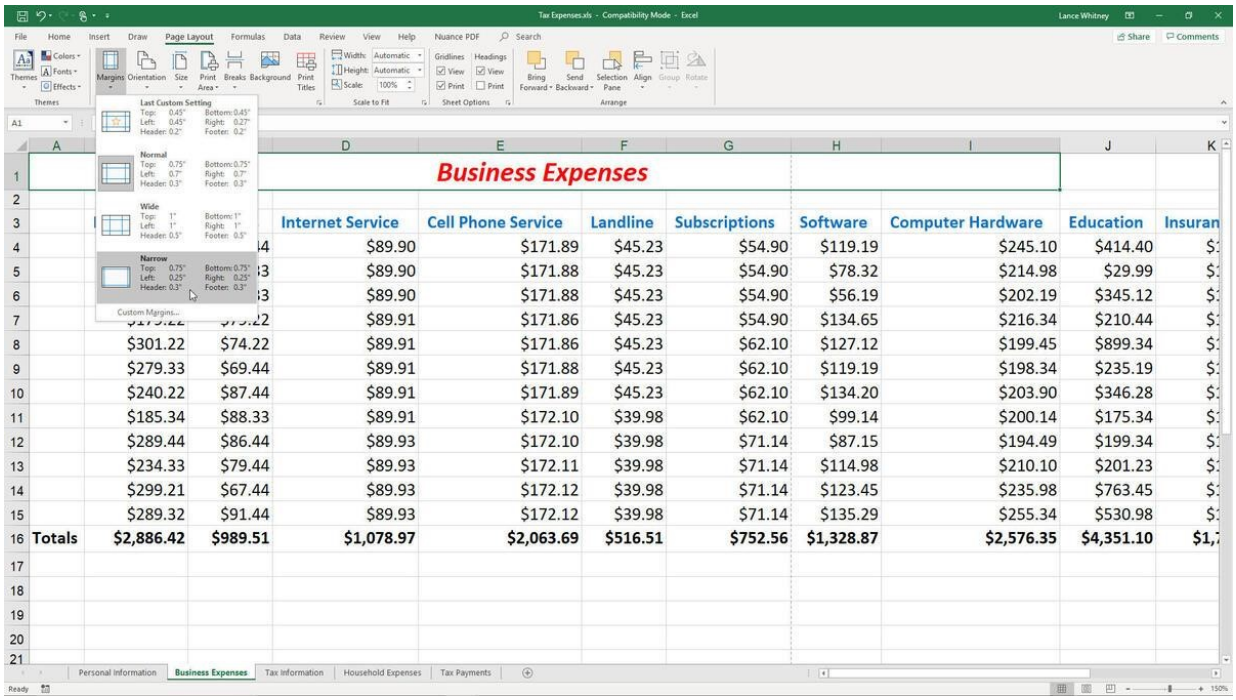
Contract administrators like to use MS Excel because it provides a no-fuss means of recording contract details, including dates, milestones, deliverables and payments. Many different contract management templates are available, and these can be adapted to suit the particular contract type or stage of the contract lifecycle.

Job examples: building contract administrator, contracts administrator.

10. Account Management

Account managers are generally required to be competent MS Excel users since they receive and need to maintain customer records. Excel is commonly used in account management since it provides a simple way to share and maintain client files.

Job examples: account coordinator, advertising manager, design studio account manager, digital account manager, and junior account manager.



Business Expenses

			Internet Service	Cell Phone Service	Landline	Subscriptions	Software	Computer Hardware	Education	Insuran
			$89.90	$171.89	$45.23	$54.90	$119.19	$245.10	$414.40	$
			$89.90	$171.88	$45.23	$54.90	$78.32	$214.98	$29.99	$
			$89.90	$171.88	$45.23	$54.90	$56.19	$202.19	$345.12	$
			$89.91	$171.86	$45.23	$54.90	$134.65	$216.34	$210.44	$
	$301.22	$74.22	$89.91	$171.86	$45.23	$62.10	$127.12	$199.45	$899.34	$
	$279.33	$69.44	$89.91	$171.88	$45.23	$62.10	$119.19	$198.34	$235.19	$
	$240.22	$87.44	$89.91	$171.89	$45.23	$62.10	$134.20	$203.90	$346.28	$
	$185.34	$88.33	$89.91	$172.10	$39.98	$62.10	$99.14	$200.14	$175.34	$
	$289.44	$86.44	$89.93	$172.10	$39.98	$71.14	$87.15	$194.49	$199.34	$
	$234.33	$79.44	$89.93	$172.11	$39.98	$71.14	$114.98	$210.10	$201.23	$
	$299.21	$67.44	$89.93	$172.12	$39.98	$71.14	$123.45	$235.98	$763.45	$
	$289.32	$91.44	$89.93	$172.12	$39.98	$71.14	$135.29	$255.34	$530.98	$
Totals	$2,886.42	$989.51	$1,078.97	$2,063.69	$516.51	$752.56	$1,328.87	$2,576.35	$4,351.10	$1,7

Importance of MS Excel in Our Daily and Business Lives:

Easy Arithmetic Solutions

Perhaps the most important use of MS Excel is using its ability of mass arithmetic calculations. With a vast program full of formulae, it can add, subtract, multiply and divide hundreds of numbers altogether, and can easily re-do it if a value is changed or added. This feature can be used to easily make a company's yearly sales and other spreadsheets.

Formatting Options

The various formatting options, including italics, highlighting, and colors, allow businesses to bring the most important data to be different from the rest. A number of tasks achieved through this tool are beyond impressive, with entire row highlighting and comparing lists and values to name a few. You can use them to highlight specific entries in Accounting.

Availability of Online Access

Excel is part of the Office 365 Productivity Suite, Which means that business employers and their employees can easily access their files over the cloud network, free from the bondages of file transfer. Using a web-enabled PC, mobile or tablet, you can use the same program and access the same file remotely, making it easy to do changes if you can't access your PC and need to send the spreadsheet immediately.

Charts for Analysis

If you are working in a large association where the boss wants the detailed visual representation of the various sectors of the business, you'll need to draw charts. MS Excel makes it easy to do so! After filtering and correctly inputting data, you can turn it into a Pie Chart or Clustered Columns with a single click. Even better, it allows you to customize the colors and boundaries of the charts and pie diagrams!

Bring all the data in one place

Containing over 1,048,576 rows and 16,384 columns each in the spreadsheet, with hundreds of them, or even more if your PC is capable, in a single file, Excel allows you to create spreadsheets bigger than 20 A1 papers! You can import data from other spreadsheets and add pictures and other objects through the insert tab, making it easy to put all the data you collected in various files in one place.

Human Resource Planning

Although there are other systems such as Oracle, or QuickBooks for planning this, Excel allows you to manage it all in one file! You can summarize an employee's expenses, their pay per hour, and easily discover wrong entries. Human Resource Professionals use this to take the whole employee journal in bulk and use it to plan future credit and decide whether to invest more or not, making it important for the control of the future.

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